

13 bad habits need to be removed to work more effectively in 2019

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So 2018 has passed, 2019 started, surely some of us want everything to go well, a successful new year, right? To **work more effectively**, follow a "smart" way, don't show too much trouble before problems and create good habits every day. Of course, to do this is not easy, accomplishing more things in a short period of time can be achieved if eliminating bad habits, making yourself more productive. Here are 13 things you should stop right away to be able to work more effectively in 2019.

1. Perfectionism



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The English philosopher, who is also the author of "The book of Life," Alain de Botton said: "There is a cause of delay more than laziness is fear. scared when unable to complete the job well".

"We should only start working when we are afraid of not being able to do anything more than being afraid of not being able to do well. And this also takes time," wrote Alain de Botton.

The only way we can do it is to eliminate perfectionism and not be too important to the details that we have done. Let's pretend that this is an unimportant job and it will be fine to mess up to be able to complete them faster.

2. Keep the phone next to the bedside



m01229 / flickr

LED screens of phones, tablets and laptops produce something called **blue light**, according to scientific research, this blue light can damage eyesight and prevent the body from producing Melatonin, a hormone that helps regulate the sleep cycle. Besides, the researchers also said that people with low levels of melatonin make the body more susceptible to depression.

3. Do not plan work



Flickr / Gangplank HQ

We need to take the time to plan things to accomplish long-term goals. Trying to plan to finish the work that you're doing halfway through the process can waste a lot of time and make yourself feel frustrated.

Robert Pozen, a lecturer at Harvard University, suggested that you need to define your goals in advance, then create a step-by-step list to implement them. When you complete half of the work process, you can review what you have done and feel easier to follow and adjust as needed.

4. Too many plans



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Those who are ambitious and organized often want to improve the maximum efficiency of their work by making a lot of plans during the day. However, things do not always go according to the original plan and the fact that a child is sick or the result is not satisfactory can make the rest of the day worse. Instead, you can plan more restrictively, about 4 or 5 hours of real work to be flexible in changing and completing work.

5. Spend incorrect priorities



Francisco Osorio / Flickr

Many people believe that if there are many goals that will ensure their success in the future, because when one of them fails, then at least can still transfer priority to other goals. However, this is extremely inefficient. Billionaire Warren Buffett has an absolutely perfect solution. After seeing his own pilot fail to achieve his life goal, Buffett asked him to write a list of 25 things he wanted to do before he died. But instead of taking every step to accomplish all those goals, Buffett advised him to pick out the 5 most important things and leave the rest.

6. Turn off the clock to sleep



Phalinn Ooi / flickr

Many of us think that sleeping will give you more rest time. However, it is a completely wrong viewpoint, it is more harmful to sleep than to benefit. Because when you first wake up in the morning, your body's endocrine system has begun to produce alert hormones to welcome a new day. Therefore, trying to sleep again will slow you down and make sure to sleep a few more minutes won't help you at all.

This does not mean that you sleep less. Arianna Huffington shared with TED audiences that a good sleep will give you energy to work more efficiently and happily, and also help your mind easily generate new ideas. The secret to getting enough sleep is to plan ahead and provide energy at a reasonable time.

7. Sitting all day



Oli Scarff / Getty Images

Nilofer Merchant, economic consultant and author of the book "*The New How: Creating Business Solutions Through Collaborative Strategy Paperback*" shared in the TED program about helping some companies grow successfully. New idea: **standing meeting** .

Nilofer Merchant said: " *Walking 20-30 miles a week and talking to people will benefit your health, as well as work efficiency. Therefore, the application of stand-up meetings , the coffee party in the meeting room is also a must .* "

Moreover, the expert said: " *You will be surprised at the effect that fresh air brings and thereby generate new ideas .*"

8. Attend too many meetings



Flickr / Kevin Dooley

Nothing can affect the work efficiency much by unnecessary meetings. Instead, you can use tools like email, *instant messenger applications* or video chat. Ideally, you should use meetings to discuss or discuss issues that are more serious and important.

Bobby Harris, founder of BlueGrace Logistics advises people not to accept the meeting unless the proponent gives a specific program and the exact length of the meeting. Harris even offered them half of the time to start the meeting.

9. Delay important things at the end of the day



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People often have the habit of completing easy jobs first, then spending time on harder things. However, this is a bad idea and also the reason why you cannot complete important work.

According to research results, people have limits on their will to work and decrease gradually over time of the day. In this case, dealing with difficult and important tasks first is a sure thing you need to do.

10. Think that you deserve it



Roy Niswanger on Flickr

Whether a new menu, exercise schedule or work plan, one of the most difficult things in forming a new habit is to always assume that you will receive reasonable rewards after compliance. New habits in a short period of time.

For example, you think yourself working all day so you don't need to wash dishes; or yourself deserve a satisfying meal after a week of savings. These thoughts, called **Moral Licensing**, cause many people to fail all their plans to improve themselves.

Instead, try setting a goal that is tied to your image and assuming that you are a thrifty person or exercising regularly rather than a person trying to counter the will of the copy. dear to achieve a certain purpose.

11. Check email continuously



Flickr / Laura D'Alessandro

Internet access often leads to a bad habit of checking email continuously, which can take you up to 25 minutes to work. In addition, you also feel very tired when constantly checking. Instead, the strategic consultant, Ron Friedman, advises us to turn off Gmail, Outlook and phones for 30 minutes to focus all on the work.

12. Do too many things at the same time



Flickr / David Goehring

Many people believe that they can take on many tasks at the same time. However, the results from scientific studies show that only 2% of the world's population can do many things at once. This is obviously a bad habit, leading to distraction at work and will also result in low productivity.

13. Surf the web too much



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Most of us spend a lot of time surfing the Web while working, however, this is a bad habit, distracting ourselves, quickly forgetting the ideas that have just arisen in our heads. That's why a Quora member named Suresh Rathinam advises us all if we have any ideas or answers, write down the paper. This helps you to review if you have not finished the job.

Refer to some more articles:

1. 8 simple habits of happy people
2. 12 weekend routines of successful people in the world
3. 15 habits of wasting time need to be removed immediately

Having fun!

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